

# Hire of Defford cum Besford Village Hall

## Booking Confirmation Form

### Details of Hire

Purpose of Booking ..... Approx. No. of Attendees .....

Requested Date for Event ..... Arrival Time ..... Departure Time .....

Contact Details of Hirer:

Name .....

Address .....

Mobile Telephone Number ..... Email Address .....

### Booking Arrangements

To confirm this booking, please return one signed copy of the Terms & Conditions document to the Booking Manager.

Your hire gives you exclusive use of the Hall, Kitchen, Parking Area for the Disabled & the Garden.

**Note:** Trustees or their appointed representatives retain the right to access the Hall while it is use for necessary maintenance etc. The Trust does not accept any responsibility for loss or damage to the property by you or event attendees.

On the day of your hire, a Trustee will open the Hall for you at the time agreed. The key must be returned at the end of your hire and placed in the external red-letter box, unless otherwise agreed.

You must ensure that you have appointed named Fire Wardens, together with an Evacuation Fire Warden. You must make yourself aware of all fire exits, **ensure that these are kept clear at all times**, identify the locations of all fire extinguishers & identify a fire gathering point.

To confirm this booking, please sign the attached detailed Terms & Conditions document to confirm your agreement to the Liabilities & Responsibilities in hiring the Hall.

### Your Liabilities & Responsibilities – An Overview

In hiring the Hall, you are responsible for:

- Adhering to Fire Safety Procedures
- The Safe Use of Electrical Equipment
- The costs of any damage to the Hall & it's grounds, it's fittings & furniture & kitchen equipment during your hire.
- The behaviour of all persons using the Hall. Abuse, threatening, intimidating or rude behaviour of any sort will not be tolerated.
- Leaving the Hall & surroundings in a clean & tidy condition, properly locked and secured i.e. as you found it.
- Ensuring that noise levels for your event do not disturb local neighbours.
- Making sure that all attendees leave quietly, in consideration to nearby residents, at the event conclusion.

### Full Terms & Conditions of Hire

These are available in printed form from the Booking Manager & can also be found on the Defford cum Besford Village Hall website.